

**RESPONSE ACTION CONTRACT 2
MONTHLY PROGRESS REPORT & COST REVIEW**

CONTRACT No. <div style="text-align: center; font-weight: bold;">EP-S1-06-03</div>	CONTRACTOR <div style="text-align: center; font-weight: bold;">Nobis Engineering, Inc.</div>
TO No. 011-RSBD-B51Q	TO NAME Solvay Coke & Gas RI/FS OS
REPORTING PERIOD March 31, 2012-April 27, 2012	INV # B067
TOPO Denise Boone	DUE DATE May 27, 2012

Please review the attached monthly invoice and progress report to determine if the costs appear to be reasonable and applicable to your Task Order. Then, document your review by completing this form and returning it to Diego Lao on or before the due date shown. There are 2 options for submitting this form – e-mail or submit a hardcopy via interoffice mail.

To e-mail: Click the e-mail button at the end of the form. The completed form will automatically be sent to Diego Lao.	To submit a hardcopy via interoffice mail: Click the print button and send the hardcopy via interoffice mail to Diego Lao, Mail Code OSRR01-5.
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You may retain the attachments for your files. Thank you.

TASK ORDER INVOICE REVIEW:

	YES	NO	N/A
LOE charged is appropriate for work accomplished	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labor mix is appropriate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours charged by labor category are within the Approved Work Plan Budget	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ODC (e.g., reproduction, telephone, mail, courier, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Computer charges	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Equipment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Level of team subcontractor effort charged is commensurate with progress	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pool/Non-Team subcontractor (e.g., drillers, analytical laboratories, etc.) costs are reasonable and appropriate	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
NON-TEAM SUBCONTRACTOR(S): <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

** PLEASE EXPLAIN ANY CONCERNS OR ISSUES IN THE COMMENT SECTION **

CONTRACTOR PERFORMANCE EVALUATION

RATING CRITERIA	EXCEPTIONAL	VERY GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY
QUALITY OF SERVICE/PRODUCT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
COST CONTROL	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TIMELINESS OF PERFORMANCE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BUSINESS RELATIONS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DETERMINATION:

- ☒ Services performed by the contractor support payment of the dollars/hours invoiced and appear to be reasonable for the work performed.
- ☐ Additional supporting data was requested/received from the contractor and adequately supports payment of the invoice amount. See comments below.
- ☐ Costs are recommended for suspension since they cannot be verified. See comments provided below.

ADDITIONAL COMMENTS:

By checking the "reviewed" box and typing my name and date below, I certify that I have reviewed the appropriate monthly invoice and progress report to determine if the costs appear to be reasonable and applicable to my Task Order. I have documented any concerns and provided back-up documentation, where appropriate.



Reviewed

Nefertiti DiCosmo

EPA Task Order Project Officer

May 17, 2012

Date

EPA Contract PO Use Only

Reviewing Contractor PO Initials:

Date Reviewed:

Submit via E-mail

Print Form